

BYLAWS  
OF THE POSTDOCTORAL ASSOCIATION  
OF LOS ALAMOS NATIONAL LABORATORY

ARTICLE I

Name

The name of this Association shall be the Los Alamos Postdoctoral Association (LAPA), referred to herein as the Association.

ARTICLE II

Mission

The mission of the Los Alamos Postdoctoral Association at Los Alamos National Laboratory shall be to foster a sense of community among the postdoctoral research staff; to advocate for and be the representative voice of the postdoctoral community; and to provide career development information to the members of the Los Alamos Postdoctoral Association.

ARTICLE III

Members

Section 1. General Members. Any person currently holding a non-permanent postdoctoral research position or equivalent at Los Alamos National Laboratory is a member of the Association and the General Assembly. All General Members are invited to attend and speak at all meetings but are not eligible to vote on regular business items at General Assembly meetings unless they are recognized as Voting Members in good standing. All General Members are permitted to vote for the Executive Officers of the Association as well as special topics decided by the Voting Members.

Section 2. Voting Members. General members attain good standing and therefore voting status after attending their first General Assembly meeting. Voting status becomes active at the opening of their second General Assembly meeting. Voting Members may vote on the regular business items during General Assembly meetings.

Clause A. To maintain voting status, a Voting Member may not have more than one unexcused absence from every three consecutive monthly meetings.

Clause B. Excused absences should be coordinated with the President or Secretary in advance. Excused absences include vacation, sick or maternity leave, or attendance at scientific meetings. Other absences may be excused at the discretion of the President.

Clause C. Suspension of voting status will be communicated to the member through email by the Association Secretary. To regain voting status, the initial attendance requirements must be fulfilled.

Section 3. Alumni and Honorary Members. Alumni membership is granted to all former LANL postdoctoral researchers. Additionally, upon the proposal of one Voting Member at a General Assembly meeting, seconded by another Voting Member and by a two-thirds vote of a Quorum at a General Assembly meeting, honorary membership may be conferred. Alumni and Honorary members shall have none of the obligations of membership in the Association, but shall be entitled to all of the privileges except those of making motions, voting, and holding office.

## ARTICLE IV

### Officers

Section 1. Elected Executive Officers. All current Voting Members in good standing are eligible for nomination to any of the elected membership positions. Elected members must in good faith be eligible to serve the entire term. The officers of the Association shall be a President, a Vice-President, a Secretary, and a Treasurer. If any officers are defunct in their duties, then impeachment of that officer is possible via a two-thirds vote of a Quorum.

Section 2. Nomination Procedure, Time of Elections. Elections will be held once every 6 months, during the time of the Biannual Meetings. Nominations for elected offices will be made and seconded at the Regular Meetings a month prior to the Biannual Meeting where candidates for office will be permitted to make brief statements. Candidates may only appear on the ballot for one office. Write-in candidates shall be permitted.

Section 3. Electronic Ballot Election, Term of Office. The election of Executive Officers shall be open to all General Members of the Association and shall be conducted by electronic balloting during the three days prior to the Biannual Meeting. Electronic balloting will close at 11:59 PM the day before the Biannual Meeting. Officers serve for a 6 month term of office. A newly elected officer shall begin their term of office after the close of the regular General Assembly Meeting held the month following the election.

Section 4. Office-Holding Limitations. No member shall hold more than one office at a time.

Section 5. Filling of Vacant Offices. If the office of President is deemed permanently vacant, the Vice-President will ascend to the Presidency. If a permanent vacancy occurs in the office of Vice-President, Secretary, or Treasurer, the associated committee will nominate a replacement, and the nomination for officer replacement will be ratified by the remaining members of the Executive Committee.

## ARTICLE V

### Duties of Officers

Section 1. President. The duty of the President shall be as the Presiding Officer of the General Assembly. In presiding over the meeting, the President shall, set the agenda, determine if a quorum is present, call the meeting to order, bring all legitimate business before the General Assembly, recognize members who wish to speak, insure that

the bylaws of the Association are followed, and conclude the meeting by declaring it adjourned when voted by the members. The President shall serve as the liaison to other organizations and Laboratory Management.

Section 2. Vice-President. Assume all of the duties of the President or Secretary in their temporary absence. Summarize the activities and plans of the Association in a semi-annual report to the General Assembly during the Biannual Meetings. The report will include completed business, ongoing business, plans for the pursuant six months, requested action items, and updated roster of the Voting Membership and addenda as needed. This report should be made available to all members of the General Assembly via email and the LAPA website.

Section 3. Secretary. The Secretary shall be responsible for sending meeting notice and agendas via the LAPA listserv as well as taking the minutes of the General Assembly and Special Meetings. The Meeting Minutes shall be distributed via the LAPA listserv as well as posted on the LAPA website. The secretary shall read aloud all documents for approval by the General Assembly. Additionally the Secretary shall be responsible for tracking General Assembly meeting attendance, for communication with members regarding unexcused absences and Voting Status, for the distribution of the bylaws to all new members of the General Assembly, and to assume the duties of the Vice-President in his or her temporary absence.

Section 4. Treasurer. Keep accounts of the Association's financial dealings. Work with the Finance Committee to create a budget and pursue funds available to LAPA.

## ARTICLE VI

### Meetings

Section 1. Regular Meetings. The regular meeting of the General Assembly shall be held on the second Wednesday of each month unless otherwise ordered by the Association. In order for Association business to be conducted at a Regular Meeting, a Presiding Officer, a Secretary and a Quorum must be present. If a Presiding Officer, or Secretary is not present then an Officer Pro Tempore may be elected.

Section 2. Biannual Meetings. The Regular Meeting on the second Wednesday of April and October shall be known as the Biannual Meetings and shall be for the purpose of announcing the election of officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special Meetings. Special Meetings may be called by the President or upon the written request of 5 Voting Members of the Association. The purpose of the meeting shall be stated in the call notice. Except in cases of emergency, at least three days' notice shall be given.

Section 4. Committee Meetings. Committee meetings shall be run as the Committee Chair sees fit. The time and place of the meeting shall be decided by the Chair and it shall be the job of the chair to send notice of the meeting to the committee members. If the Chair is defunct in calling a meeting when at least two committee members feel a meeting is necessary, then those members may call a meeting of the committee.

Section 5. Quorum. A majority of the Voting Members shall constitute a Quorum.

## ARTICLE VII

### Committees

Section 1. Executive Committee. The Officers of the Association, including the Committee Chairpersons, shall constitute the Executive Committee.

Section 2. Policy Committee. Associated with the Office of Vice-President. The charge of the Policy Committee shall be to meet before the time of the Biannual Meeting in order to review the Association bylaws to ensure their continued relevance to the Association, to report to the General Assembly at the Biannual Meeting and to suggest amendments to the General Assembly if such amendments are deemed necessary. The Policy Committee shall be responsible for interpreting the bylaws when a question of interpretation arises in the General Assembly.

Section 3. Communication Committee. Associated with the Office of Secretary. The charge of the Communication Committee shall be to bring before the General Assembly all publicity and official communication of the Association for approval. The Communication Committee shall appoint a webmaster to maintain the Association's website. If the Committee fails to appoint a webmaster, the President of the Association shall do so.

Section 4. Finance Committee. Associated with the Office of Treasurer. The charge of the Finance Committee shall be to work with the Treasurer to form a budget to be presented to the General Assembly at the Biannual meeting and to be responsible for auditing the Treasurer's accounts. The Committee will consist of the Chairpersons of the Standing Committees and the Chair of the Finance Committee will be appointed by the Executive Committee.

Section 5. Social Committee. The charge of the Social Committee shall be to organize and manage social events for the General Assembly.

Section 6. Conversion Committee. The charge of the Conversion Committee shall be to inform the General Assembly of details involved concerning the conversion of postdoctoral research staff to technical staff members.

Section 7. Career Committee. The charge of the Career Committee shall be to inform the General Assembly of career opportunities external to Los Alamos National Laboratory.

Section 8. Other Committees; Ex-Officio Committee Membership. Such other committees, standing or special, shall be initiated through a vote of the General Assembly as deemed necessary to carry on the work of the Association. The President shall be ex officio a member of all committees. The Vice-President shall be ex officio a member of the Policy Committee. The Secretary shall be ex officio a member of the Communication Committee. The Treasurer shall be ex officio a member of the Finance Committee.

## ARTICLE VIII

### Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

#### ARTICLE IV

##### Amendment of Bylaws

These bylaws may be amended at any Regular Meeting of the Association by a two-thirds vote of a Quorum, provided that the amendment has been submitted in writing at the previous Regular Meeting.